



FY19 ONSTAGE IN UTAH FUNDING OPPORTUNITY GUIDELINES

Utah Arts & Museums recognizes the important role of Utah's presenters in connecting performing artists with audiences and communities. OnStage in Utah provides presenters funding to support a public performance, as well as a separate community outreach activity by in-state or out-of-state performing artists. Funding is competitive and is not based on previous organizational funding levels. No organization is guaranteed funding from one year to the next.

REQUEST RANGE: 50% of performing artist fee for performance and community outreach activity, with a maximum amount of \$2,000 per presenter per year.

DEADLINE: Friday, June 22, 2018 at 5:00 p.m. MST

FUNDING ELIGIBILITY

WHO CAN APPLY?

- **Utah Presenters** that are located in Utah and are a unit of government or a nonprofit organization with 501(c)(3) designation from the IRS.
 - **Presenters** are curators of live performance. They can be either a nonprofit organization or governmental agency. They bring artists to their communities for live performance, generally as part of a season or festival. In addition, they frequently arrange for community outreach activities during an artist's visit such as student performances, lecture demonstrations, master classes and workshops. (*Definition provided by Utah Presenters Network*)
- **NEW THIS YEAR:** Presenters that received **\$10,000 or less** from Utah Arts & Museums' previous year grant cycle are eligible (excluding any funding you received through OnStage in Utah)

FUNDING SCOPE

- Funding is for either **in-state** or **out-of-state** performing artists.
- Presenters may submit **up to two** applications; however a separate and specific application must be submitted for each performing artist.
- \$200 to \$2000 may be awarded for each funded application.
- Organizations may receive a maximum of \$2,000 of OnStage in Utah funding per fiscal year.
- Funding will pay no more than 50% of artists' fee (performance and community outreach activity costs only).
- Consideration will be given to rural or underserved communities.
- Block-booking is looked on favorably by panelists.
 - Block-booking describes the act of multiple presenters coordinating on the presenting of the same artist, often resulting in lower artist fees.

REQUIREMENTS

- Each funded application **must** have a performance that is open to the public. The public performance does not have to be free.
- Each funded application **must** include a community outreach activity. Community outreach activities include lecture/demonstrations, master classes, in-school education activities involving students with the performing artist, etc.
- Project funding requires a **cash match** for the artistic fees.
- Please use the following guidelines in planning your activity:
 - Community outreach activity must happen within one week of the public performance.
 - For applications submitted on behalf of an institution, the community outreach activity must be directed to individuals outside of the institution. For example, an applicant that is a dance school and also a presenter must provide a community outreach activity for individuals outside of students at the dance school.
 - A good measure for determining the eligibility for a proposed community outreach activity is whether the audience is different than the public performance, though some overlap is to be expected.
 - The following items are not considered to be qualifying community outreach activities:
 - Tickets to the public performance offered on a complimentary basis.
 - Radio broadcasts or audio/video podcasts of the public performance.
 - A lecture or demonstration that directly precedes or follows the public performance.
- Performances must be completed within the fiscal year in which the funding is given.

- Utah Arts & Museums funds must be spent before June 30, 2019.
- Each funded presenter will be required to fill out a final report online by August 1, 2019.
 - Photos of the performance or outreach activity are required in final report.
- Presenter must have a tentative agreement or contract with the performing artist for which they are applying.
- Performing artist must have at least 3 years professional performance experience.
- Utah presenters must provide proof of listing on NowPlayingUtah.com. The funded performance must also be listed.
- The Utah Arts & Museums [logo](#) must be used in all marketing and print material for the performance and community outreach activity.
- All organizations applying for funding must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Funding recipients must send a letter of appreciation to their legislators thanking them for funding and must submit copies with the final report.
- Past OnStage recipients who did not have a performance and separate community outreach activity, or who did not submit a final report, are not eligible for funding for one fiscal year.
- **Charitable Solicitations Permit:** Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit (CSP). You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization or not, you can read the [law](#), or contact the [Division of Consumer Protection](#).

FUNDS MAY NOT BE USED FOR THE FOLLOWING

- Projects that are specifically funded by other Utah Arts & Museums grants.
- Programming completed prior to July 2018.
- Fundraising events, conferences, or galas.
- Performances not open to the general public. This restriction does not apply to the community outreach activity.
- Programs or events that are commercial in nature or in which the arts are not the primary focus, such as magic, stand-up comedy, improv, sidewalk sales, fireworks displays, food festivals, etc.
- The OnStage in Utah program supports touring performing artists; however, **guest artists are not eligible**. A guest artist is an artist such as a guest performer or conductor for a local symphony performance or a guest choreographer who sets a piece on local dancers.
- Activities that take place outside of Utah.
- Public performances restricted to an organization's membership.

APPLICATION PROCESS

DEADLINE

A complete application must be submitted on artsandmuseums.utah.gov by **Friday, June 22, 2018** at 5:00 p.m. MST. If you do not currently have access to the portal, it can take up to two days to receive a portal account. If there has been a change in staff at your organization, please contact us so we can set up the correct account for access to our portal.

- If you have questions, please contact Jason Bowcutt, Community Arts Manager 801.236.7554 or jbowcutt@utah.gov or Laurel Cannon Alder, Grants Manager, at 801.236.7550 or lalder@utah.gov

FUNDING DECISIONS

A panel of peers, overseen by a member of the Utah Arts Council Board, will review and score the applications based on the criteria in the guidelines. Funding awards depend on the total amount of funding requested, how the applicant scores in the review process, and the total amount of funding available. Panel score will be assigned based on completeness of the application, inclusion of supplemental materials and application answers. Following panel review, applicants are notified and contracts are sent. Applicants must sign and return contracts before payment can be made.

TIMELINE

OnStage in Utah opens: Monday, May 21, 2018

OnStage in Utah closes: Friday, June 22, 2018 at 5:00 p.m. MST

Panel review: July 2018

Funding notification: Summer 2018

Payment disbursed: After September 1, 2018

APPLICATION QUESTIONS

GENERAL INFORMATION (NOT SCORED)

- Contact information
- Federal Tax ID #
- DUNS Number

- Nonprofit or government agency
- Current copy of your Charitable Solicitations Permit (or exemption)
- Screenshot of your event or organization on Nowplayingutah.com
- Organization's mission

PERFORMING ARTIST INFORMATION (NOT SCORED)

- Name of performing artist
- Date and time of public performance
- Location of public performance
- Date and time of community outreach activity
- Location of community outreach activity

ARTISTIC EXCELLENCE 40%

What we ask	What we are looking for
Why did you choose this performing artist?	Tell us why this artist was chosen. How does this artist further the artistic vision of your organization? What is the artistic value of this artist?
How was the performing artist selected?	Tell us how your organization selected the performing artist. Was the artist chosen by committee? Were they recommended to you by another presenting organization? Did you see them at a presenter's conference or juried showcase?
Upload the performing artist resume or bio.	Upload a current resume or biography for the performing artist.
Upload two active links to performing artist work samples. If you do not have links, you can upload other supporting documentation for the performing artist (MP3s, video clips, images, .pdf with web links, letters of support, etc.) Maximum of two representative samples.	The samples should reflect the artistic merit of the performing artist. Make sure anything you submit works correctly and is as high-quality as possible. You can submit a maximum of 2 work samples (links, uploads, or a combination of both). If you would like to submit weblinks, please create a PDF document with the weblinks and a brief description of the work sample. Please put all uploaded materials in PDF format. Do not provide more than two total samples.

COMMUNITY INVOLVEMENT & ACCESS 40%

What we ask	What we are looking for
Briefly describe your organization.	Provide a brief summary of your organization and the programs and services you offer.

Briefly describe the community you serve.	Tell us who is in your community, including your target audience. Provide the demographics for this/these communities.
Public Performance: How will the public performance benefit/impact your community?	Tell us how various communities will benefit from or engage with the public performance you are applying for.
Community Outreach: Provide a detailed description of the planned community outreach activity, including audience served and anticipated impact.	Tell us, in detail, what will take place during the community outreach activity . Explain what the performing artist will do. How will they engage the audience? Who do you anticipate will attend the community outreach activity ? Why were they chosen?
Describe how this project will engage with underserved populations whose access to arts experiences is limited (e.g., by geography, language barriers, economics, etc.)	The review panel wants to know your organization's commitment to engaging with diverse populations and audiences. This could include providing direct services, increased outreach, or inclusion in the planning stages of your programming for underserved populations.

SOUND MANAGEMENT 20%

What we ask	What we are looking for
Total amount of performing artist fee.	What is the total cost for the performing artist to perform a public performance and separate community outreach event?
Amount Requested.	This is the amount you are requesting from us. Remember, this cannot be more than 50% of the total you entered in the previous question (not exceeding \$2,000).
If you are block booking this performing artist with another presenter, please provide a brief description.	This question is optional. If you are block booking with another presenter, please provide some details including name of other presenter(s), locations, dates of performance, etc.
What strategies will you utilize to evaluate the success of the event and/or your audience development goals?	Tell us the methods you will use to understand both the successes and challenges of your events. How will you evaluate your ability to increase audience and attendance numbers? Tell us the specific actions you will take, for example, audience surveys after each performance, collecting comment cards, tracking ticket sales, etc.

Describe evidence of support as demonstrated by partnerships and volunteer involvement.	Talk about any collaborations, partnerships, in-kind support, additional donors, or commitment from volunteers that will help to make the project successful.
Please upload your budget spreadsheet, which can be found at: https://heritage.utah.gov/arts-and-museums/onstage-in-utah	Follow the link and find the OnStage budget sheet. Download this to your computer, update with your numbers, and upload the completed budget. Keep a copy of this budget form for your records as you will need it for your final report, if funded.
Upload tentative contract or agreement with artist.	Please provide documentation that the performing artist will be able to perform for the public performance and the community outreach activity. This tentative contract/agreement can be in the form of an email or a hardcopy letter. The panel wants to be sure the artist has agreed to all the event details and logistics.

QUESTIONS?

Jason Bowcutt, Community Arts Manager > 801.236.7554 > jbowcutt@utah.gov

Laurel Cannon Alder, Grants Manager > 801.236.7550 > lalder@utah.gov

Racquel Cornali, Grants Coordinator > 801.236.7541 > rcornali@utah.gov

If you are interested in serving as a panelist for this grant, or know other individuals who would be interested, please [visit our website](#) to sign up!